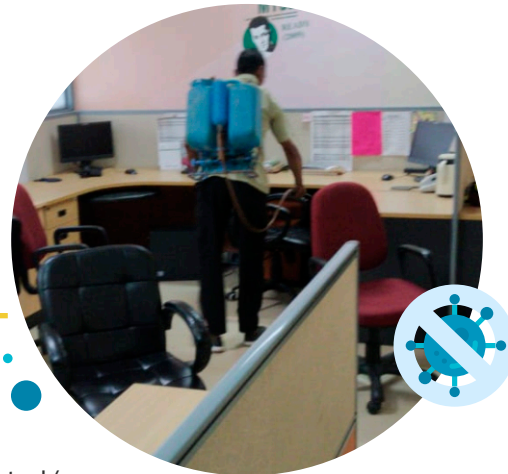


HANDBOOK: COVID PRECAUTIONS AND ACTION PLAN

BUILDING SANITISATION BEFORE STUDENTS RETURN

- Deep cleaning and sanitisation of all rooms, common areas particularly doors, surfaces etc. will be done regularly before building is occupied.
- Entrances of standalone buildings will have paddle operated/ no touch sanitizer machine so students and staff can sanitise their hands at entry.
- All common area will be equipped with sanitizer bottles at the entrance.
- All pantry and house-keeping staff will be trained with safety and hygiene factors in-order to ensure they are taking additional efforts to maintain sanitation of all common areas. And rooms in the hostel



STAFF PROTOCOLS

- All staff will be report daily to the central office/ main reception where body temperature will be checked and noted, new disposable mask and gloves will be given for use. They will be asked to sanitize their hands before entering from a paddle operated sanitizer stand to avoid minimal contact.
- In addition, each staff member will fill a self-declaration form regarding their medical background, area where they are travelling from and if they have had contact with any COVID-19 patient.
- If any staff is not feeling well, have higher than normal body temperature or have marked yes to any questions about travel and medical history, they will be asked to go home.



HANDBOOK: COVID PRECAUTIONS AND ACTION PLAN

STUDENT PROTOCOLS ONCE THEY RETURN

- A more detailed self-declaration form will be sent to the students before they return to the hostel to check travel and medical history. (Based on Govt. guidelines, we may mandate a COVID-19 test before returning).
- On arrival at the hostel, their body temperature will be measured, they will be told to sanitise their hands and wear masks at all times. Their luggage will also be sanitized.
- During physical attendance at night, wardens will also check on students' health and if anybody is reporting any symptoms inform the Management.



PROTOCOL IN CASE STUDENT IS FOUND UNWELL

- Jaipuria Institute will dedicate few rooms as quarantine rooms within the facility.
- If a student reports fever or any other symptoms during daily check, they will be asked to remain quarantined in their room. The roommate, if not showing symptoms, will be asked to shift to another empty room. College and parents will be informed asap
- House Keeping staff will make sure necessary items are provided within the room in the morning itself. Food will be delivered to the doorstep.
- If fever continues for 3 days, she will be escorted by our staff to the nearest accredited hospital for a check-up and test. Depending on medical advice, further steps will be taken.

